



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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MICHAEL P. STUPINSKI
First Selectman

PETER J. CHARTER
Deputy First Selectman

LAURIE E. BURSTEIN
ANN L. HARFORD
A. LEO MILLER, JR.
JAMES M. PRICHARD
JOHN W. TURNER

BOARD OF SELECTMEN
Monday, August 17, 2009
Town Hall – Meeting Hall

SELECTMEN PRESENT: Laurie Burstein, Peter Charter, Ann Harford, A. Leo Miller, James Prichard, Michael Stupinski and John Turner

OTHERS PRESENT: Nicholas DiCorleto, Finance Officer; Robert Phillips, Town Planner; Atherton Ryan, Town Attorney; Amy Paterson, Trust for Public Land; Dale Roberson, Board of Education Chair; Dave Hurley, Conservation Commission Chair; Residents: Bob Dawson, Joe Wehr, Rick Neal, Maurice Blanchette, Ron Stomberg

I. CALL TO ORDER:

First Selectman Stupinski called the meeting of the Board of Selectmen (BOS) to order at 7:35 p.m.

II. CITIZENS' FORUM: No one came forward.

III. APPROVAL OF MINUTES:

A. July 20, 2009 Special Town Meeting:

MOVED (CHARTER), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO APPROVE THE SPECIAL TOWN MEETING MINUTES OF JULY 20, 2009.

B. July 20, 2009 Board of Selectmen Meeting:

MOVED (CHARTER), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN MEETING MINUTES OF JULY 20, 2009.

IV. UNFINISHED BUSINESS:

A Joint Purchase of Land w/State- Pinney Street [DoJo Associates, LLC]

This item was tabled to the September 21, 2009 meeting.

B. Land Acquisition – Hubbard Lane [Stanger Property]

Mr. Stupinski reviewed the proposed options regarding the acquisition of the Hubbard Lane property, focusing on improvements to the parcel only. **(Attached)** He explained that the focus should be obtaining the prime open space land and making it accessible to the public. Improvements to the existing structure would be considered in the future.

Amy Paterson stated that the Trust for Public Land (TPL) consulted with a professional engineer regarding the cost for improvements to the access driveway. The estimate to bring the driveway up to a recreation road grade is approximately \$131,500. This includes upgrading the width to 18 feet, drainage system improvements, cleaning up the brush to improve sight lines, installing guide rails, modifications to the sharp curves and a turn around for emergency vehicle egress. Ms. Paterson noted that the Public Works Director recommends widening the access driveway to 22 feet.

Mr. Turner stated that the BOS should keep in mind that the use of the building will determine the standards needed for the access driveway. Mr. Miller agreed and suggested widening the driveway to 22 feet to accommodate future use of the existing building.

Rick Neal, 17 Blueberry Circle, questioned why the \$1.6 million property is only taxed \$14,000. Mr. Stupinski explained that the property is taxed as open space per Public Act 490. Mr. Neal expressed concern with spending an enormous amount of money to fix/maintain this property. He stated that he had no problem with acquiring open space.

Dale Roberson, Board of Education (BOE) Chair, read a statement expressing his concerns with the proposed purchase of the Hubbard Road parcel. He stated that the BOE has endured budget cuts and layoffs and asked the BOS to think about the concessions made in the current budget when considering this luxury purchase. Mr. Stupinski agreed that projects were delayed and employees made sacrifices in this year's budget; however, he feels the purchase provides a vision for the future.

Mr. Charter agreed with Mr. Roberson, noting that vital projects were postponed and cuts were deep in the current budget. He did not think the Town could afford this purchase at this time. Mr. Stupinski stated that this is a unique opportunity and should be seriously considered.

There was some discussion on the appraised value. Ms. Patterson stated that the price of this parcel was negotiated by TPL based on a certified, 2-part appraisal; \$650,000 for the house and \$950,000 for the land. In addition, a second appraisal was done which fully supports the purchase price. She noted that the property was originally listed at \$2.2 million.

Ms. Burstein questioned if the funds in the open space account would be applied toward this purchase. Mr. Stupinski responded yes, but that it would not reduce the bond authorization amount. He also mentioned that the Town cannot buy the property and then sell a portion (or the house), at least not before the bond is paid off.

Mr. Miller supports the purchase noting that it will benefit generations of Ellington residents.

Mr. Prichard expressed concern with the Town's inability to finish current projects, i.e., Crystal Lake School House. He was also apprehensive about taking on more debt in such difficult economic times.

Karen Neal asked how much commission Ms. Paterson was making on this sale. Ms. Paterson explained that there is no commission. TPL will ask the landowner for a donation and such donation is confidential information. She stated that TPL is a private, non-profit organization whose goal is to preserve land for public enjoyment.

Ms. Paterson also mentioned that she has applied for \$100,000 grant from a private foundation. She will also apply for a federal recreation trail program grant. She noted that she will not know if the grants will be awarded prior to the vote in November.

Bob Dawson, 31 Gail Drive, expressed support for the purchase and asked the residents to look to the future. He noted other parcels that were obtained in the past, in which discussions were some times contentious, that have provided much enjoyment to the residents of Ellington: Brookside Park, Arbor Park and the Library expansion.

Dave Hurley, 13 Standish Road and Conservation Commission Chair, stated that preserving open space is a critical part of the Plan of Conservation and Development. This 100 acre parcel will preserve the view shed and provide enjoyment to residents and is an investment in Ellington's future.

Mr. Turner stated that he shares the concerns with others who are hesitant to purchase this property but he also sees the vision for the future. He stated that the YMCA property on Pinney Street was purchased in the 1970's and it took a long time to vision its use. Mr. Turner recommends sending the question to vote by the residents.

Mr. Stupinski suggested the BOS vote on which option they wanted to use for the motion to send the purchase to referendum in November.

MOVED (HARFORD), SECONDED (BURSTEIN) AND PASSED [AYE: BURSTEIN/HARFORD/TURNER/MILLER; NAY: PRICHARD/CHARTER] TO USE OPTION D ON THE ATTACHED EXHIBIT IN THE AMOUNT OF \$1,725,000 FOR THE ACQUISITION OF THE HUBBARD LAND PROPERTIES, WHICH WILL INCLUDE THE ACQUISITION COST OF 5 AND 11 HUBBARD LANE (\$1,600,000), THE A-2 SURVEY WITH MONUMENTS (\$15,000) AND BONDING/LEGAL/FINANCE COSTS (\$108,000); AND THEN ROUNDED TO THE NEAREST \$5,000 AS RECOMMENDED BY BOND COUNSEL.

MOVED (TURNER), SECONDED (HARFORD) AND PASSED [AYE: BURSTEIN/HARFORD/TURNER/MILLER; NAY: PRICHARD/CHARTER] TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED, that the Board of Selectmen recommends that the Town of Ellington appropriate \$1,725,000 for costs related to: (a) the acquisition by the Town, for anticipated use for open space, active and passive recreation and other municipal purposes, of two parcels of land known as the 5 and 11 Hubbard Lane properties in Ellington and now or formerly owned by Dianna Stanger, consisting of an aggregate approximately 98.87 acres, and the buildings and improvements thereon and appurtenances thereto, and (b) various site improvements to the parcels, as to be determined by the Board of Selectmen. The appropriation may be spent for the acquisition, design and construction costs, surveys, testing, feasibility and planning studies, architect's and engineering fees, materials, equipment, furnishings, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing.

FURTHER RESOLVED, that the Board of Selectmen recommends that the Town issue bonds or notes and temporary notes in an amount not to exceed \$1,725,000 to finance the appropriation. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs.

FURTHER RESOLVED, that the Board of Selectmen, if the above recommendations are approved by the Board of Finance, hereby authorizes the First Selectman to call a special town meeting to be held in the Meeting Room of the Ellington Town Hall, 55 Main Street in Ellington, Connecticut, on Tuesday, October 20, 2009 at 7:00 p.m. to act upon a resolution with respect to the above recommendations.

FURTHER RESOLVED, That the Board of Selectmen hereby designates said resolution for submission to the voters at referendum in the manner provided by Section 7-7 of the General Statutes of Connecticut, Revision of 1958, as amended, which vote shall be held on Tuesday, November 3, 2009, between the hours of 6:00 a.m. and 8:00 p.m., in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, including the procedures set out in Section 9-369d(b)(2) of said Statutes, which procedures are hereby adopted in accordance with the provisions of said Section. The Town Clerk shall incorporate notice of such referendum into the notice of Special Town Meeting and into the notice of said election. The aforesaid resolution will be placed on the voting machines or paper ballots under the following heading:

"SHALL THE TOWN OF ELLINGTON APPROPRIATE \$1,725,000 FOR ACQUISITION OF THE 5 AND 11 HUBBARD LANE PROPERTIES IN ELLINGTON FOR USE FOR OPEN SPACE, ACTIVE AND PASSIVE RECREATION AND OTHER MUNICIPAL PURPOSES AND VARIOUS RELATED SITE IMPROVEMENTS; AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION?"

Voters approving the resolution will vote "Yes" and those opposing the resolution shall vote "No". Electors will vote on the voting machines at the usual polling places in the Town. Persons qualified to vote in town meetings who are not electors will vote on paper ballots at the following polling place: Ellington Town Hall, 55 Main Street in Ellington, Connecticut. Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, That the Town Clerk is authorized to prepare and to cause to be printed and distributed in accordance with the provisions of Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended, an explanatory text with respect to the aforesaid question to be submitted to the voters pursuant to Section 7-7 of said General Statutes; and to further authorize the Town Clerk, in her discretion, to prepare and distribute such additional explanatory materials with respect to such question as are permitted in accordance with said Section 9-369b.

V. NEW BUSINESS:

A. Tax Refunds/Abatements:

MOVED (TURNER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$14,460.63, AS RECOMMENDED BY THE TAX COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED AUGUST, 2009. (ATTACHED)

B. Set Trash Collection Fee:

Mr. Stupinski noted that the Trash Collection Fee has not increased from last year.

MOVED (TURNER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY THAT EACH RESIDENTIAL UNIT OWNER BE CHARGED A FEE OF \$95.00 FOR THE SOLID WASTE COLLECTION SERVICES FOR THE PERIOD JULY 1, 2009 TO JUNE 30, 2010 INCLUSIVE, PURSUANT TO SECTION 149-19 (E) OF THE SOLID WASTE COLLECTION ORDINANCE ADOPTED JUNE 21, 1993 BY THE TOWN MEETING AND AS AN EMERGENCY ORDINANCE BY THE BOARD OF SELECTMEN; AND

THAT THE TAX COLLECTOR IS HEREBY DIRECTED TO ISSUE A BILL IN THE ABOVE AMOUNT TO EACH RESIDENTIAL UNIT OWNER DUE NOVEMBER 1, 2009, WITH NO INTEREST IF PAID ON OR BEFORE DECEMBER 1, 2009; THEREAFTER INTEREST SHALL BE CHARGED AT THE LEGAL RATE OF 18% OR 1.5% PER MONTH FROM NOVEMBER 1, 2009, OR PORTION THEREOF, UNTIL PAID. ANY SUCH CHARGE WHICH HAS BECOME DELINQUENT SHALL CONSTITUTE A LIEN UPON THE PROPERTY AND MAY BE COLLECTED BY THE TAX COLLECTOR PURSUANT TO SECTION 149-20-(F) OF THE SOLID WASTE COLLECTION ORDINANCE.

IF THE TAX COLLECTOR DETERMINES THAT THE RESIDENTIAL UNIT WAS NOT OCCUPIED AND DID NOT USE SOLID WASTE COLLECTION FOR A CONSECUTIVE PERIOD OF SIX MONTHS, THE TAX COLLECTOR IS AUTHORIZED TO REDUCE THE BILL BY \$47.50 FOR EACH SUCH SIX-MONTH PERIOD; NO REDUCTION IS AUTHORIZED FOR PERIODS LESS THAN SIX MONTHS OR DELINQUENT REFUSE ACCOUNTS; AND

THE TAX COLLECTOR SHALL PRORATE ANY NEW RESIDENTIAL UNITS BASED UPON THE NUMBER OF MONTHS, OR PORTION THEREOF, THE UNITS ACTUALLY USED THE SOLID WASTE COLLECTION, OR WAS OCCUPIED; AND

TO AUTHORIZE THE TAX COLLECTOR TO MAKE ADJUSTMENTS ON CHANGES OF OWNERSHIP OF RESIDENTIAL UNITS THAT HAVE OCCURRED IF THE NEW OWNER IS BEING BILLED FOR A PERIOD OF TIME THAT THE PREVIOUS OWNER HAD NOT BENEFITED FROM SUCH SERVICE.

C. Re-establish Ad Hoc Drug Abuse Prevention/Youth Services Advisory Board:

MOVED (TURNER), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC DRUG ABUSE PREVENTION/YOUTH SERVICES ADVISORY BOARD FOR ANOTHER YEAR TO AUGUST 31, 2010.

D. Budget Execution:

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE BUDGET EXECUTION FOR FISCAL YEAR 2009-10, AS PREPARED BY THE FINANCE OFFICER. **(ATTACHED)**

Mr. Miller asked Mr. DiCorleto if there are any big shifts in the budget line items. Mr. DiCorleto stated that nothing was unusual other than in the capitol outlay budget due to all the paving projects that are occurring now.

E. Settlement of Outstanding Taxes - Estate of Arthur Johnson [63 North Park Street:

MOVED (TURNER), SECONDED (CHARTER) THAT IN ORDER TO MAXIMIZE THE COLLECTION OF TAXES APPLICABLE TO PROPERTY AT 63 NORTH PARK STREET, ELLINGTON, THE BOARD OF SELECTMEN HEREBY AUTHORIZES THE TAX COLLECTOR TO ABATE THE BALANCE OF ANY TAX DUE ON THE LIST OF OCT. 1, 2007 AND PAST DUE TAXES ON ALL EARLIER TAX LISTS INCLUDING INTEREST AND LIEN FEES NOT TO EXCEED \$71,385.10 AFTER APPLICATION OF ALL PAYMENTS DESCRIBED HEREIN; PROVIDED THAT THE PROPERTY IS SOLD BY THE ESTATE OF ARTHUR JOHNSON TO TODD LAYAW, OR HIS ASSIGN, PURSUANT TO A PROPOSED SALES AGREEMENT IN THE AMOUNT OF \$21,500 AND PROVIDED FURTHER THAT ALL OF THE NET PROCEEDS FROM THAT SALE OF NOT LESS THAN \$19,000 AND THE ENTIRE BALANCE OF FUNDS IN THE ESTATE ACCOUNT OF NOT LESS THAN \$7,500 ARE PAID TO THE TOWN TO BE APPLIED TO REAL ESTATE TAXES PAST DUE. THE BUYER AND/OR ESTATE SHALL BE LIABLE FOR ALL TAXES ON THE LIST OF OCT. 1, 2008 AND THEREAFTER. IN THE EVENT THAT THIS SALE DOES NOT OCCUR ON OR BEFORE SEPTEMBER 18, 2009 OR THAT THE ABOVE AGREED UPON SUMS ARE NOT PAID TO THE TOWN BY THAT DATE, THEN THIS MOTION SHALL BE OF NO EFFECT AND THE TAXES SHALL NOT BE ABATED.

Discussion:

Mr. Prichard expressed concern that the \$21,500 offer was too low. The BOS discussed the Town's options. Mr. Stupinski will gather information, for review at the September 21, 2009 BOS Meeting, regarding costs for demolition and other environmental concerns to determine if it will be viable for the Town to gain ownership and then market the property.

VOTE: AYE: CHARTER/TURNER; NAY: PRICHARD/MILLER/BURSTEIN/HARFORD;
MOTION FAILED.

F. Additional Appropriation:

1. \$151,482 for Feasibility Study for Town's Acquisition of Ellington Airport – Reimbursable through Federal/State Grant Award:

MOVED (TURNER), SECONDED (CHARTER) TO RECOMMEND TO THE BOARD OF FINANCE AN ADDITIONAL APPROPRIATION OF \$151,482, FULLY REIMBURSABLE THROUGH A GRANT OFFER FROM THE U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AND THE STATE OF CT DEPARTMENT OF TRANSPORTATION, FOR A FEASIBILITY STUDY FOR THE TOWN'S POTENTIAL ACQUISITION OF ELLINGTON AIRPORT. FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE GRANT OFFER, PENDING THE BOARD OF FINANCE APPROVAL OF THE ADDITIONAL APPROPRIATION.

Discussion:

Some BOS members questioned if the Town has any interest in buying/managing an airport. Mr. Stupinski reviewed the options noting that the study will determine if it would be profitable. Rob Phillips stated that the study will provide the information for the BOS to determine if it is a good opportunity for the Town. Mr. Prichard was opposed to spending money on this study.

VOTE: AYE: HARTFORD/CHARTER; NAY: PRICHARD/BURSTEIN/MILLER;
ABSTAINED: TURNER. MOTION FAILED.

2. \$45,000 for Incentive Housing Zone Study – Reimbursable through the State OPM Housing for Economic Growth Program Technical Assistance Grant

MOVED (TURNER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF FINANCE AN ADDITIONAL APPROPRIATION OF \$45,000, FULLY REIMBURSABLE THROUGH THE STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT HOUSING FOR ECONOMIC GROWTH PROGRAM HOME CONNECTICUT TECHNICAL ASSISTANCE GRANT.

- G. Authorize First Selectman to Award Contract for Actuarial Valuation Services for OPEB:

Mr. Miller asked what employment benefits are included in this proposal. Mr. DiCorleto responded, health and life benefits.

MOVED (TURNER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO AWARD THE CONTRACT FOR ACTUARIAL VALUATION SERVICES OF OTHER POST EMPLOYMENT BENEFITS [OPEB] FOR FISCAL YEARS ENDING JUNE 30, 2009, JUNE 30, 2010, JUNE 30, 2011 AND JUNE 30, 2012, PENDING RECOMMENDATION FROM THE BOARD OF EDUCATION'S DIRECTOR OF BUSINESS SERVICES AND FINANCE OFFICER.

- H. Grant Resolution: State Department of Mental Health and Addiction Services:

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED, THAT MICHAEL P. STUPINSKI, THE FIRST SELECTMAN OF THE TOWN OF ELLINGTON, IS AUTHORIZED TO ENTER INTO AND AMEND CONTRACTUAL INSTRUMENTS WITH THE DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES OF THE STATE OF CONNECTICUT.

- I. CRRA Query – Consideration of an Ash Landfill

Mr. Stupinski referenced a letter from the Connecticut Resources Recovery Authority (CRRA) dated August 5, 2009 asking if Ellington would be interested in hosting an ash landfill. Compensation to the host Town is a minimum of \$5 per ton of ash deposited in the ash landfill. It is estimated that payments would total up to \$1.5 million annually. The BOS expressed no interest in being a host Town for an ash landfill; no action was taken.

VI. ADMINISTRATIVE REPORTS: So noted.

VII. SELECTMEN COMMITTEE REPORTS:

A. Personnel Committee:

1. Resignations:

MOVED (PRICHARD), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF JAMES MAITLAND FROM THE ECONOMIC DEVELOPMENT COMMISSION.

2. Appointments:

MOVED (PRICHARD), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REAPPOINT MARY BARTLEY, YALE CANTOR, DORIS CRAYTON, CHANTAL HARACSY, LISA KELLY, DIANE LASHER-PENTI, ERIN McGURK, NANCY NETHERWOOD AND DEBORAH STAUFFER AND APPOINT DONALD WAILONIS TO THE AD HOC DRUG ABUSE PREVENTION COUNCIL/YOUTH SERVICES ADVISORY BOARD TO AUGUST 31, 2010.

MOVED (PRICHARD), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REAPPOINT GEORGE SHAW TO THE CT WATER COMPANY ADVISORY COUNCIL TO AUGUST 31, 2010.

MOVED (MILLER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPOINT ROBERT McMULLEN AS A REGULAR MEMBER OF THE INLAND/ WETLANDS AGENCY TO FILL AN UNEXPIRED TERM TO JANUARY 31, 2011, CHANGING HIS STATUS FROM ALTERNATE MEMBER TO REGULAR MEMBER.

MOVED (PRICHARD), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REAPPOINT RONALD BROWN AS AN ALTERNATE MEMBER OF THE ZONING BOARD OF APPEALS TO AUGUST 31, 2011.

B. Town Policies Committee

Mr. Prichard reported that the BOS Town Policies Committee reviewed the draft policy and form for use of Town property and recommends that the BOS adopt it.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADOPT THE USE OF TOWN PROPERTY POLICY AND FORM. **(ATTACHED)**

C. Other: None.

VIII. SELECTMEN LIAISON REPORTS:

Mr. Turner stated that the Ad Hoc Crystal Lake Milfoil Committee held a Media Day in which television and newspaper reporters attended in addition to residents and town officials. It provided an explanation of the project and prompted a lot of interest from other towns with milfoil issues. Mr. Turner reported that to date, 83 large bags of milfoil were removed and brought to the Hoffman Road Brush Drop Off Area. He and Mr. Stupinski commended the Committee for their hard work and commitment to the project.

Mr. Turner also reported that the Ad Hoc Emergency Services Committee is waiting for one agency to agree to sign the contract. Currently the Town Attorney is working with that agency to resolve the matter. He noted that all three agencies will sign the contracts at the same time.

Mr. Miller questioned what Town projects were funded with economic stimulus money. Mr. Stupinski stated that \$9,100 was received for the public safety grant. He noted that the Pinney Road project request was rejected because the road was not on the Federal System. He is working with CRCOG to correct this but it doesn't appear that it will change our stimulus award money. Mr. DiCorleto stated that \$66,000 was also awarded for energy-efficient upgrades.

IX. FIRST SELECTMAN'S REPORT:

Mr. Stupinski made the following reports:

- The the two buildings on the former Miner properties (2 parcels) on South Road have been demolished. The next step is to conduct an A-2 survey and then determine if the lots should be offered to the abutting neighbors or combined and sold as one building lot.
- The Windermere Bridge Replacement Project is expected to be completed some time in September.

X. CORRESPONDENCE: None.

XI. ADJOURNMENT:

MOVED (CHARTER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 10:17 P.M.

Submitted by Marie Sauve Approved by Michael P. Stupinski
Marie Sauve Michael P. Stupinski

**Proposed Bonding Issue of 5 and 11 Hubbard Lane Properties Acquisition
and Related Improvements to Hubbard Lane and Kibbe Road**

	Option A	Option B	Option C	Option D
Acquisition Cost of 5 and 11 Hubbard Lane	\$ 1,600,000	1,600,000	1,600,000	1,600,000
Related Improvements to Property, Hubbard Lane, and Kibbe Road				
Reconstruction of access driveway to 22 foot width for a distance of 2,500 feet to Stanger House	338,000	338,000		
Installation of storm drainage in Kibbe Road from Hubbard Lane to Kibbe Brook, a distance of 800 feet	105,000	105,000	105,000	
Reconstruction of Hubbard Lane to standard Ellington Street Specifications (26 feet wide) for a length of 650 feet, terminating with a hammerhead turnaround	224,000			
Access driveway to remain as is until the use of the building is determined			X	
Reconstruct Hubbard Lane to standard Ellington Street Specifications (26 feet wide) for a length of 340 feet +/- which is just past the driveway to 3 Hubbard Lane. Reconstruct the balance of Hubbard Lane (260 feet +/-) to the Stanger driveway with a 20 foot wide driveway that has a hammerhead turnaround at its end. The portion of Hubbard Lane that is built to town standard specifications will include drainage that can be extended.		158,000	158,000	
Property A-2 Survey with monuments	15,000	15,000	15,000	15,000
Bonding /Legal/Finance	108,000	108,000	108,000	108,000
Proposed Bond Issue Total	\$ 2,390,000	2,324,000	1,986,000	1,723,000

[illegible]

TOWN OF ELLINGTON	APPROVED	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
BUDGET EXECUTION	BUDGET													
FISCAL YEAR 2009-10														
GENERAL GOVERNMENT														
110 BOARD OF SELECTMEN	207,240	23,070	15,034	15,287	23,558	15,598	15,037	16,535	15,036	15,035	22,768	15,036	15,246	207,240
120 BOARD OF FINANCE	8,000	143	143	143	143	4,643	143	143	143	143	900	143	1,170	8,000
121 AUDITORS	44,500	15,000	0	0	15,000	14,500	0	0	0	0	0	0	0	44,500
122 AUDITORS-SPEC. PROJECTS	100	0	0	0	0	0	0	0	0	0	0	0	0	100
130 FINANCE OFFICER	228,157	17,548	17,548	17,548	25,822	16,548	16,548	17,048	16,548	18,548	30,822	16,548	17,081	228,157
131 TAX ASSESSOR	231,484	25,738	15,008	23,068	21,817	18,048	14,898	19,358	18,358	17,358	24,757	14,458	18,608	231,484
132 TAX COLLECTOR	138,730	20,038	9,110	11,110	13,347	9,110	9,110	11,110	9,110	9,110	13,347	9,110	15,118	138,730
133 BD OF ASSESSMENT APPEAL	400	0	0	0	100	0	0	0	100	100	0	0	100	400
134 INS ADVISORY BD	100	0	0	25	0	0	0	25	0	25	0	0	25	100
140 TOWN CLERK	203,179	11,798	11,798	11,798	16,097	15,798	11,798	11,798	11,798	31,798	39,097	17,798	11,803	203,179
150 TOWN COUNSEL	111,284	9,273	9,273	9,273	9,273	9,273	9,273	9,273	9,273	9,273	9,273	9,273	9,281	111,284
155 PROBATE COURT	7,611	634	634	634	634	634	634	634	634	634	634	634	637	7,611
170 TOWN PLANNER	222,470	16,729	16,729	19,229	24,481	19,229	17,929	16,729	16,729	16,729	24,481	16,729	16,747	222,470
	1,403,255	139,971	95,277	108,115	150,272	123,381	95,395	102,628	97,739	118,753	166,079	99,729	105,916	1,403,255
BOARDS AGENCIES & COMMISSIONS														
210 REGISTRARS & ELECTORS	55,170	2,390	2,800	3,460	12,010	16,140	2,390	2,290	2,340	2,790	3,610	2,810	2,140	55,170
220 ECON DEV COMM	9,500	135	135	3,100	135	1,135	1,135	1,135	1,135	1,050	135	135	135	9,500
230 PLANNING & ZONING	30,950	558	558	11,450	2,800	1,558	1,558	3,900	558	1,558	2,900	558	2,994	30,950
235 DESIGN REVIEW BOARD	2,500	208	208	208	208	208	208	208	208	208	208	208	212	2,500
240 ZONING BD OF APPEALS	6,050	504	504	504	504	504	504	504	504	504	504	504	506	6,050
245 SHARED SERVICES COMMISS	750	62	62	62	62	62	62	62	62	62	62	62	68	750
250 PERM BLDG COMM	1,850	154	154	154	154	154	154	154	154	154	154	154	156	1,850
255 ETHICS COMMISSION	750	62	62	62	62	62	62	62	62	62	62	62	68	750
260 INLAND WETLAND AGENCY	11,500	457	457	2,471	1,457	457	1,457	457	457	1,457	457	457	1,459	11,500
265 FLOOD & EROSION CONTROL	1,000	83	83	83	83	83	83	83	83	83	83	83	87	1,000
275 CONSERVATION COMM	6,450	120	120	120	120	2,620	120	120	2,620	120	120	120	130	6,450
280 WPCA	1	0	0	0	0	0	0	0	0	0	0	0	1	1
	126,471	4,733	5,143	21,674	17,595	22,983	7,733	8,975	8,183	8,048	8,295	5,153	7,956	126,471
PUBLIC SAFETY														
310 CENTER FIRE DEPT	189,298	17,514	13,224	13,224	17,876	13,224	16,224	20,514	16,224	17,514	13,586	13,224	16,950	189,298
320 CRYSTAL LAKE FIRE DEPT	64,071	4,292	4,294	4,294	6,941	4,294	7,794	6,245	4,343	5,294	5,441	5,294	5,545	64,071
321 FIRE PROTECT HYDRANTS	289,716	24,145	24,145	24,145	24,145	24,145	24,145	24,145	24,145	24,145	24,145	24,145	24,121	289,716
322 EMERGENCY 911	42,685	20,918	70	70	79	70	21,058	70	70	70	70	70	70	42,685
330 POLICE	764,394	23,710	23,710	23,710	34,240	23,710	23,710	23,710	23,710	24,910	34,240	23,710	481,324	764,394
331 POLICE SPECIAL DUTY	20,000	1,666	1,666	1,666	1,666	1,666	1,666	1,666	1,666	1,666	1,666	1,666	1,674	20,000
333 POLICE DRUG ABUSE (DARE)	1,500	0	0	0	500	0	0	0	0	1,000	0	0	0	1,500
340 ANIMAL CONTROL OFFICER	84,185	5,126	5,126	5,126	7,883	6,876	5,126	6,151	6,126	5,273	7,888	5,126	18,358	84,185
350 EMERGENCY MANAGEMENT	19,941	1,678	1,560	1,560	2,111	1,560	1,560	1,560	1,560	1,560	2,111	1,560	1,561	19,941
360 BUILDING DEPT	120,112	8,918	8,918	8,918	14,346	8,918	8,918	10,043	8,918	8,918	14,346	8,918	10,033	120,112
370 IE VOLUNTEER AMBULANCE	253,688	29,886	20,308	23,308	24,508	23,308	22,308	19,308	19,308	22,308	18,510	15,308	15,320	253,688
375 EMERGENCY SERV INCENT PGM	113,250	0	0	0	28,313	0	0	28,313	0	0	28,313	0	28,311	113,250
376 ADHOC EMERG SERV COM	1,000	83	83	83	83	83	83	83	83	83	83	83	87	1,000
380 PUBLIC SAFETY	100	0	0	25	0	0	25	0	0	25	0	0	25	100

TOWN OF ELLINGTON	APPROVED BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
BUDGET EXECUTION														
FISCAL YEAR 2009-10														
391 FIRE MARSHAL	98,219	7,590	7,590	7,590	10,987	7,590	7,590	7,590	7,940	7,590	7,590	10,987	7,590	98,219
	2,062,159	145,526	110,594	113,719	173,678	115,444	140,207	149,748	113,743	120,356	161,386	106,694	610,954	2,062,159
PUBLIC WORKS														
410 GENERAL TOWN ROADS	1,403,387	95,310	110,310	96,024	150,982	118,614	132,514	118,614	120,614	119,910	145,010	100,395	95,110	1,403,387
415 NEW EQUIPMENT	10,000	0	0	5,000	0	0	0	0	0	0	0	0	0	10,000
420 EQUIPMENT MAINTENANCE	197,943	18,000	18,000	16,495	16,495	16,495	14,000	16,000	16,000	14,000	14,000	14,000	24,458	197,943
425 TOWN GARAGE MAINT	62,748	4,212	4,212	4,462	5,812	5,812	6,062	5,812	5,812	6,062	5,812	4,212	4,466	62,748
430 STREET SIGNS	10,000	1,000	1,000	0	1,000	0	0	0	0	2,000	2,000	1,000	2,000	10,000
435 GROUNDS MNT/BOE/PARKS	60,044	8,300	8,300	10,144	8,300	0	0	0	0	0	7,500	10,000	7,500	60,044
439 TOWN ROAD AID-WINTER	312,125	0	0	0	0	53,559	66,003	64,000	70,000	58,563	0	0	0	312,125
440 TOWN ROAD AID-MATERIALS	277,019	60,000	16,744	20,000	20,000	14,000	5,000	5,000	20,000	16,019	20,000	30,000	50,256	277,019
SUB-TOTAL	2,333,266	186,822	158,566	152,125	202,569	208,480	223,579	209,426	232,426	216,554	194,322	159,607	188,790	2,333,266
450 SANITARY LANDFILL	441,912	36,826	36,826	36,826	36,826	36,826	36,826	36,826	36,826	36,826	36,826	36,826	36,826	441,912
455 SANITARY RECYCLING	315,222	26,000	26,000	26,000	26,000	26,000	27,000	26,000	26,000	26,000	27,000	26,000	27,222	315,222
456 HOUSEHOLD HAZARD. WAST	28,000	0	0	3,000	0	0	25,000	0	0	0	0	1,000	0	29,000
460 WPCA MAINTENANCE	91,000	10,400	10,400	7,460	5,400	7,460	7,460	7,460	7,460	7,460	7,460	7,460	7,460	91,000
470 STREET LIGHTING	89,520	7,460	7,460	7,460	7,460	7,460	7,460	7,460	7,460	7,460	7,460	7,460	7,460	89,520
480 ENGINEER & INSPECTIONS	65,000	0	0	0	0	0	0	32,500	0	0	0	0	32,500	65,000
	3,364,920	267,508	239,252	232,811	278,255	286,166	327,265	317,612	310,112	294,240	273,008	238,283	300,398	3,364,920
RECREATION														
540 PARKS & RECREATION	0													0
510 ADMINISTRATION	163,956	12,725	12,725	12,725	18,181	12,725	12,725	12,725	12,725	12,725	18,181	12,725	13,069	163,956
511 TOWNWIDE MAINTENANCE	1,500	0	750	0	0	0	0	0	0	0	0	0	750	1,500
512 SUMMER PLAY GROUNDS	37,760	13,560	13,200	0	0	0	0	0	0	0	0	2,200	8,800	37,760
513 WATER FRONT	24,850	10,175	10,175	0	0	0	0	0	0	0	0	0	4,500	24,850
514 RECREATION PROGRAMS	104,087	7,876	7,876	7,876	11,831	7,876	7,876	7,876	7,876	7,876	8,212	4,268	16,768	104,087
527 SENIOR CITIZENS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
536 MINI-PROGRAMS	50,000	2,416	2,416	2,416	2,416	2,416	2,416	2,416	2,416	2,416	10,987	8,130	9,139	50,000
539 PARKS RECREATION EQUIP	4,000	0	2,000	0	0	0	0	0	0	0	0	2,000	0	4,000
540 TEEN CENTER ACTIVITIES	4,000	0	0	0	0	0	2,000	0	0	0	0	0	2,000	4,000
550 CULTURAL ARTS	100	0	0	0	0	0	0	0	0	0	0	0	100	100
560 INTERAGCY AFTER SCH PRG	12,500	0	0	0	1,844	1,521	1,521	1,521	1,521	1,521	1,521	1,521	9	12,500
580 SHENIPSIT LAKE RECR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
585 CRYSTAL LAKE MONITOR	25,000	0	1,000	750	1,750	5,000	0	500	5,000	5,000	3,000	3,000	5,000	25,000
	427,753	46,752	50,142	23,767	36,022	29,538	26,538	24,538	25,038	29,538	41,901	34,594	59,385	427,753
LIBRARY														
610 HALL MEMORIAL LIBRARY	559,448	77,486	38,586	37,586	60,379	37,586	37,586	38,586	38,586	37,586	52,379	65,586	37,516	559,448
	559,448	77,486	38,586	37,586	60,379	37,586	37,586	38,586	38,586	37,586	52,379	65,586	37,516	559,448
HUMAN SERVICES														
710 PUBLIC HEALTH NURSING	5,000	416	416	416	416	416	416	416	416	416	416	416	424	5,000
712 POTTER'S HOUSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
713 HOCKANUM INDUSTRIES INC	500	0	0	0	0	0	0	500	0	0	0	0	0	500

TOWN OF ELLINGTON		APPROVED	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
BUDGET EXECUTION		BUDGET													
FISCAL YEAR 2009-10															
714	NUTMEG BIG BRO/BIG SIS	500	500	0	0	0	0	0	0	0	0	0	0	0	500
715	TRI-TOWN EMERGENCY SHELTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
720	CON LEGAL SERVICES	1,700	0	0	1,700	0	0	0	0	0	0	0	0	0	1,700
725	YWCA SEXUAL ASSAULT SER	1,100	1,100	0	0	0	0	0	0	0	0	0	0	0	1,100
726	NC REG MENTAL HEALTH BD	904	904	0	0	0	0	0	0	0	0	0	0	0	904
731	KIDSAFE CT	3,000	3,000	0	0	0	0	0	0	0	0	0	0	0	3,000
740	HOCKANUM VALLEY	25,500	6,375	0	0	6,375	0	0	6,375	0	0	6,375	0	0	25,500
741	FOOD PANTRY	500	125	0	0	125	0	0	125	0	0	125	0	0	500
744	YOUTH ENRICHMENT	17,100	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,341	17,100
745	YOUTH ACTIVITY PROGRAMS	40,170	3,030	3,030	3,030	3,243	3,243	3,243	3,243	3,243	3,243	3,958	3,373	3,363	40,170
746	HARTFORD INTERVAL HOUSE	1,500	125	125	125	125	125	125	125	125	125	125	125	125	1,500
750	HUMAN SERVICES	184,685	14,260	14,260	14,260	14,260	14,260	14,260	14,260	14,260	14,260	21,043	14,260	14,259	184,685
	SUB-TOTAL	282,159	0	0	0	0	0	0	0	0	0	0	0	0	282,159
770	NORTH CENTRAL HEALTH DT	57,272	14,318	0	14,318	0	0	14,318	0	0	14,318	0	0	0	57,272
780	WELFARE	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
790	MUNICIPAL AGENT	2,000	166	166	166	166	166	166	166	166	166	166	166	166	2,000
795	SENIOR CENTER	164,972	12,690	12,690	12,690	12,690	12,690	12,690	12,690	12,690	12,690	19,035	12,690	12,692	164,972
		521,403	28,424	14,106	28,424	20,451	14,106	28,424	14,106	14,106	28,424	20,451	14,106	14,116	521,403
TOWN PROPERTIES															
810	TOWN HALL	384,250	32,310	32,356	31,356	31,356	31,356	33,356	31,356	31,356	33,346	31,356	31,374	33,372	384,250
820	CENTER CEMETARY	3,700	3,700	0	0	0	0	0	0	0	0	0	0	0	3,700
830	BATZ PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
840	ARBOR COMMONS	18,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
850	PINNEY HOUSE	100	0	0	0	0	0	0	0	0	0	0	0	0	100
860	OLD CRYSTAL LK SCH H	8,000	500	500	500	500	500	500	500	500	500	500	500	500	8,000
		414,050	38,010	34,356	33,356	33,356	33,356	35,606	33,606	33,606	35,596	33,606	33,624	35,722	414,050
DEBT SERVICE															
910	DEBT REDEMPTION-PRIN	2,076,043	312,216	1,112	1,116	1,116	72,484	1,125	916,129	1,133	341,137	351,141	1,146	1,150	2,076,043
920	DEBT REDEMPTION-INT	900,147	39,698	42,170	80,272	80,272	3,727	876	262,955	867	42,145	80,247	854	850	900,147
		2,976,190	351,914	43,282	81,388	81,388	76,211	2,001	1,179,084	2,000	383,282	431,388	2,000	2,000	2,976,190
FIXED CHARGES															
930	SOCIAL SECURITY	308,751	25,563	22,000	22,000	22,000	34,000	26,000	28,000	27,563	24,625	24,000	33,000	22,000	308,751
950	INSURANCE	1,743,391	195,825	106,158	184,725	184,725	117,165	107,681	186,239	123,421	123,421	201,980	132,905	121,907	1,743,391
951	INSURANCE REIMB & CLAIMS	7,500	0	0	0	0	0	0	7,500	0	0	0	0	0	7,500
952	INSURANCE PRIOR YEAR	5,000	0	0	0	0	0	0	0	0	0	0	0	0	5,000
960	SERVICE INSURANCE	67,180	67,180	0	0	0	0	0	0	0	0	0	0	0	67,180
		2,131,822	288,568	128,158	206,725	206,725	151,165	133,681	219,739	150,984	148,046	225,980	165,905	143,907	2,131,822
MISCELLANEOUS															
1010	CONTINGENCY FUND	150,000													150,000
1016	CAPITAL RESERVE FUND	148,633													148,633
1020	ADHOC ALCOHOL DRUG CMC	7,000			700	700	700	700	700	700	700	700	700	700	7,000
1021	CADAC-RECREATION	2,400												1,200	2,400

TOWN OF ELLINGTON	APPROVED	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
BUDGET EXECUTION	BUDGET													
FISCAL YEAR 2009-10														
1022 ROPE	0													0
1025 ADHOC GRADUATION COMM	2,500												2,500	2,500
1030 MEMORIAL DAY COMMITTEE	1,700											1,700		1,700
1035 CHARTER REVISION COMM	0													0
1040 MISCELLANEOUS	2,000	100	100	100	100	100	200	200	200	200	200	200	200	2,000
1045 GASB-OPEB	100,000						2,500						100,000	100,000
1050 REFERENDUM/PRIMARIES	31,250												28,750	31,250
1060 BUILDING DEMO/EVICTIONS	10,000							5,000				5,000		10,000
1065 SALARY ADJUSTMENT	22,800		2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,800		22,800
1067 EMPLOYEE ED DEVLPMNT	7,500						3,750						3,750	7,500
1075 TOWN COMMUNICATIONS	13,660			3,415	3,415		3,415			3,415				13,660
1080 TOWN WEB SITE	7,300			1,825	1,825		1,825			1,825				7,300
1085 GRANT APPLICATIONS	5,000												5,000	5,000
1090 GIS	15,000						7,500			7,500				15,000
	526,743	100	2,100	8,040	2,800	5,400	19,390	7,900	2,900	15,640	2,900	10,800	448,773	526,743
1100 CAPITAL OUTLAY														
UNIMPROVED RD IMP	100,000	0	0	10,000	0									100,000
LOCAL CAP IMP PRGM	106,065	25,000	25,000	56,065	0						90,000			106,065
ROAD OVERLAY	329,310	50,000	50,000	150,000	79,310									329,310
CULVERT REPLACEMENTS	122,000	0	60,000	62,000										122,000
TOWNWIDE SIDEWALKS	30,000				30,000									30,000
OLD CRYSTAL LK SC HREN	80,000					40,000	40,000							80,000
HML-STORM WINDOWS	16,000	4,500	11,500											16,000
REVALUATION	150,000							20,000	20,000	14,000	20,000	15,000	7,000	150,000
EVAC-DEFIB/CPR EQUIPMEN	20,000			20,000										20,000
EVAC-REPLMNT AMBUL	200,000											100,000	100,000	200,000
EVAC-AMBUL BLDG EQUIP	45,000	10,000	25,000	10,000										45,000
BOE-RELMNT VANS SPED	24,000	24,000												24,000
	1,222,375	113,500	171,500	308,065	129,310	58,000	55,000	20,000	21,000	14,000	110,000	115,000	107,000	1,222,375
1200 BOARD OF EDUCATION	28,416,595	866,319	1,437,969	2,249,388	2,135,101	2,522,593	3,385,526	2,061,334	2,366,324	2,327,288	2,106,978	2,388,933	4,568,842	28,416,595
GRAND TOTAL	44,153,184	2,368,811	2,370,565	3,453,058	3,284,595	3,384,485	5,557,493	2,932,017	3,562,665	3,686,837	3,144,888	3,258,419	6,887,192	44,153,184

Town of Ellington

55 Main Street, PO Box 187, Ellington, CT 06029

Town Property Use Form

Please read & sign Use of Town Property Policy on reverse side

For Use of:

☐ Arbor Park

☐ Batz Property

☐ Other _____

Applicant's Information

Name: _____

Mailing Address: _____

E-Mail: _____

Telephone: _____

Chaperone Information (If participants are under 21 years of age)

Name: _____

Mailing Address: _____

Telephone: _____

Date(s) of Event: _____ Hours of Use: Time Event Begins _____ Ends _____

Will you be selling food: ☐ Yes ☐ No If yes, you are required to complete the North Central District Health Department Temporary Food Service Application.

Are you a non-profit organization: ☐ Yes ☐ No

List Special Needs: (such as electricity): _____

Number of people in attendance: _____ if more than 100 people, applicant must complete Outside Public Assembly Form

Description of Event:

Insurance Coverage \$ _____ Attach copy of Certificate of Insurance ☐ Waived
\$500,000 for Non-Profit Organization / \$1,000,000 for all other

Use of the facility by the applicant is subject to all conditions listed on the reverse side of this form.

Signature of Applicant _____ Date: _____

REVIEWED BY: _____ **Public Works Director** _____ **State Police Sergeant** (Attach any comments)
Initial Initial

APPROVED ☐ Yes ☐ No _____ **Date:** _____
First Selectman

Distribution: ☐ Public Works Director ☐ Resident State Police Sergeant ☐ Applicant

TOWN OF ELLINGTON

Policies & Procedures

Use of Town Property

1. Individual or groups wishing to use Town Property for a private function (i.e. scout activity, wedding) must complete the Town Property Use Form.
2. The person or persons making application for use of Town property shall agree to indemnify the Town of Ellington for any damage to Town property by any person or persons attending said event. And likewise to relieve the Town of Ellington from all liability damage or loss to property or injury to person or persons of any one attending this event. Applicant must provide a copy of their Certificate of Insurance, naming the Town of Ellington as additional insured.
3. Should damage be incurred during use of the facility, a written report must be filed with the First Selectman's Office by the applicant within 24 hours.
4. If there is an incident of misconduct, your group will be asked to leave and future use may be forbidden.
5. Applicants must comply with all Town regulations, including public safety rules. No alcohol or illegal substances are allowed on Town property. No dogs are allowed in Town parks.
6. No activity/event shall be allowed to charge a gate admission fee.
7. Youth groups will not be allowed to use the facility until the adult supervisor is present.
8. Remove all trash and/or equipment at the end of your event. Leave the areas as you found it.
9. If 100 or more people are anticipated to attend, the applicant must complete a Notice of Proposed Outside Public Assembly Form at least 14 days prior to the event. Cost incurred for required security is to be assumed by the applicant.
10. If you are selling food, you must complete the North Central District Health Department Temporary Food Service Application. There is no fee for a non-profit organization. Questions regarding food sales should be directed to the North Central District Health Department at 745-0383.

I have read, understand and agree to comply with the Use of Town Property Policy.

Applicant's Printed Name

Applicant's Signature

Date